

GOVERNMENT OF THE DISTRICT OF COLUMBIA

**DEPARTMENT OF
TRANSPORTATION**

INFRASTRUCTURE PROJECT MANAGEMENT
ADMINISTRATION



BID FORMS AND PROPOSAL

INVITATION NO.: DCKA-2014-B-0046

**PROJECT: HERITAGE TRAIL SIGNAGE PHASE-II PROGRAM
FAP NO.: STP-8888 (462)**

Bids will be Publically Opened By The Office of Contracting and Procurement, Bid Room, located at 55 M Street, SE, 4th Floor
Washington, DC 20003

Bids Will Be Opened On **JUL 18 2014** At 2:00 P.M.

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF TRANSPORTATION
TITLE PAGE -- BID FORM AND PROPOSALS

1. DEPOSIT BID AT:
Office of Contracting and Procurement
Bid Room located at
55 M Street, S.E., 4TH Floor
Washington, D.C. 20003
 2. PROSPECTIVE BIDDERS: Detach
bid and proposals, fill out
and execute all forms as
required, then submit to the
office under No. 1 prior to
time of Bid Opening.
DO NOT STAPLE EXECUTED BID BOND IN
WITH BID PACKAGE.
ENCLOSE SEPARATELY.
 3. All bids are to be submitted to the Office of Contracting and Procurement Bid Room located at 55 M Street, S.E.,
4TH Floor, Washington, D.C. 20003.
-

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Bid Bond

Bid Form

Pay Item Schedule consisting of 3 pages

Non-Collusion Affidavit

Certification of Eligibility

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Disclosure of Lobbying Affidavit (2 Pages)

Certification for Grants, Loans and Cooperative Agreement

Equal Employment Opportunity Certificate - Nonsegregated Facilities Certificate

Payment to Subcontractors and Suppliers Certificate

Tax Certification Affidavit

DBE Solicitation Certification

FAP (OM)

Heritage Trail Signage Phase-II Program
STP-8888 (462)

Office of Administrative Services Department of Public Works	BID BOND (CONSTRUCTION)	Date Bond Executed (Must Not be later Than Bid Opening Date)			
Bid Bond Period Ninety (90) Calendar Days After Bid Opening	TYPE OF ORGANIZATION ("X")				
PRINCIPAL Name(s) and Address(es)	<input type="checkbox"/> INDIVIDUAL		<input type="checkbox"/> PARTNERSHIP		
	<input type="checkbox"/> JOINT VENTURE		<input type="checkbox"/> CORPORATION		
STATE OF INCORPORATION					
1. PENAL SUM OF BID					
AMOUNT NOT TO EXCEED					
SURETY (IES) Name(s) and Address(es)	MILLION(S)	THOUSAND(S)	HUNDRED(S)	CENT(S)	5%
					OF BID
	2. BID IDENTIFICATION				
BID OPENING DATE		INVITATION NO DCKA-2014-B-0046			

KNOW ALL MEN BY THE PRESENTS. That we, the Principal and Surety(ies) hereto, are firmly bound to the District of Columbia Government, a municipal corporation, hereinafter called the District, in above penal sum for the payment of which we bind ourselves, our heirs, executors and successors, jointly and severally Provided, That, where the Sureties are corporations acting as co-sureties, we, the Sureties, bind ourselves in such sum "jointly and severally" only for the purpose of allowing a joint action or actions against any or all of us, and for all other purposes each Surety binds itself, jointly and severally with the Principal, for the payment of such sum only as is set forth opposite the name of such Surety, but if no limit of liability is indicated, the limit of liability shall be the full amount of the penal sum.

THE CONDITION OF THIS OBLIGATION IS SUCH, that whereas the Principal has submitted the bid identified above.

NOW, THEREFORE, if the Principal shall not withdraw said bid within the period specified therein after the opening of the same, or, if no period be specified, within ninety (90) calendar days after said opening, and shall within the period specified therefore, or, if no period be specified, within ten (10) days after being called upon to do so, furnish Performance & Payment bonds with good and sufficient surety, as may be required, for the faithful performance and proper fulfillment of the Contract, and for the protection of all persons supplying labor specified, or the failure to furnish such bond within the time specified, if the Principal shall pay the District the difference between the amount specified in said bid and the amount for which the District may procure the required work and/or supplies, if the latter amount be in excess of the former, then the above obligations shall be void and of no effect, otherwise to remain in full force and virtue.

Each Surety executing this bond hereby agrees that its obligation shall not be impaired by extension(s) of time for acceptance of the bid that the Principal may grant to the District, notice of which extension(s) to the Surety(ies) being hereby waived; provided that such waiver of notice shall apply only with respect to extensions aggregating not more than ninety calendar days in addition to the period originally allowed for acceptance of the bid.

IN WITNESS WHEREOF, the Principal and Surety(ies) have executed this bid bond and have affixed their seals on the date set forth above.

PRINCIPAL

3. Signature Seal	1. Attest	Corporate Seal
	Name & Title (Typed)	
2. Signature Seal	2. Attest	Corporate Seal
	Name & Title (Typed)	

Form No. DC 2640-5

PRINCIPAL (Continued)

CERTIFICATE AS TO CORPORATION

I, _____ certify that I am _____
 Secretary of the Corporation named as Principal herein, that _____
 who signed this bond on behalf of the Principal was then _____

Of said corporation; that I know this signature, and his signature thereto is genuine; that said bond was duly signed and sealed for and on behalf of said corporation by authority of its governing body, and is within the scope of its corporate powers.

 Secretary of Corporation

SURETY(IES)

1. Name & Address (typed)		State of Inc.	Liability Limit	Corporate Seal
Signature of Attorney-In-Fact	Attest (Signature)			
Name & Address (typed)	Name & Address (Typed)			
2. Name & Address (typed)		State of Inc.	Liability Limit	Corporate Seal
Signature of Attorney-In-Fact	Attest (Signature)			
Name & Address (typed)	Name & Address (typed)			

4. INSTRUCTIONS

1. This form shall be used whenever a bid guaranty is required in connection with construction, alteration and repair work.
2. Corporation's name should appear exactly as it does on Corporate Seal and inserted in the space designated "Principal" on the face of this form. If practicable, bond should be signed by President or Vice President; if signed by other official, evident of authority must be furnished. Such evidence should be in the form of an Extract of Minutes of a Meeting of the Board of Directors, or Extract of Bylaws, certified by the Corporate Secretary, or Assistant Secretary and Corporate Seal affixed thereto. CERTIFICATE AS TO CORPORATION must be executed by Corporate Secretary, or Assistant Secretary.
3. Corporations executing the bond as sureties must be among those appearing on the US Treasury Department's list of approved sureties and must be acting within the limitations set forth therein, and shall also be listed with the "Insurance Administration, Department of Consumer and Regulatory Affairs", to do business in the District of Columbia. The surety shall attach hereto an adequate Power-of-Attorney for each representative signing the bond.
4. Corporations executing the bond shall affix their Corporate Seals. Individuals shall sign full first name, middle initial and last name opposite the work "seal", two witnesses must be supplied, and their addresses, under the word "attest". If executed in Maine or New Hampshire, an adhesive shall be affixed.
5. Names of partners must be set out in body or bond form, with the recital that they are partners composing a firm, naming it, and all members of the firm shall execute the bond as individuals. Each signature must be witnessed by two persons and addresses supplied.

**BID FORM
(CONSTRUCTION CONTRACT)**

Read Instructions to Bidders (See Standard Contract Provisions as amended)	Invitation No.: DCKA-2014-B-0046 Issue Date:
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TO: CONTRACTING OFFICER, GOVERNMENT OF THE DISTRICT OF COLUMBIA
 In compliance with above Invitation, the undersigned proposes to furnish all plant, labor and materials and perform required work per provisions as set forth in the Standard Contract Provisions, as amended, specifications, addenda, drawings, and at the prices named in the Schedule of Prices for:

PROJECT TITLE: **Heritage Trail Signage Phase –II Program**

The undersigned agrees that if he is awarded the Contract within 90 calendar days after bid opening date and he is notified thereof, he will within 10 days after the prescribed forms are forwarded for execution, or within any authorized extension of time, execute and deliver a Contract on Form No. DC 2640-6 and furnish performance and payment bonds on Form No. DC 2640-7 and Form No. DC 2640-8 with good and sufficient survey; and that if he falls or refuses, required bid guaranty shall be applied as specified in Instructions to Bidders.

Undersigned acknowledges receipt of the following addenda. Failure to acknowledge receipt of all addenda may result in rejection of bid.

Addendum No.	1	2	3	4	5	6	7
Received							

Enclosed is bid guaranty consisting of 5% of the total bid Bid Bond Certified Check Other
 Name of bidder must be shown in full if an individual; and if a partnership, full names of all partners must be shown. If bidder is a corporation, impress corporate seal and furnish name of State where incorporated. If joint venture, all parties must sign.

Bidder represents that he operates as an individual, joint venture, corporation
 Incorporated in State of _____ Telephone No. _____

Name of Bidder (Type or print)	Corporate Seal
DUNS or RUBS NO	
Business Address (Type or print)	
By (Signature in ink)	Attest
Title of Person Signing	Title of Person Attesting

Envelopes containing bid, guaranty, etc., must be sealed, marked and addressed as follows:

Mark envelope in upper left corner as follows: Invitation No.: DCKA-2014-B-0046 To be opened (date): At 2:00 P.M. Envelopes available from Office of Contracting and Procurement	Address as follows: Office of Contracting and Procurement Bid Room Reeves Center 2000 14 th Street, NW, 3rd Floor Washington, DC 20009
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Form No. DC 2640-13
Oct. 1973

P-4745

J-3617-74

**Heritage Trail Signage Phase II Program
STP-8888 (462)**

SCHEDULE OF ITEMS

DATE:

REVISED:

CONTRACT ID: 2014B0046-B

PROJECT(S): STP-8888 (462)
 STP-8888 (462)
 STP-8888 (462)

CONTRACTOR :

LINE NO	ITEM DESCRIPTION	APPROX. QUANTITY AND UNITS	UNIT PRICE		BID AMOUNT	
			DOLLARS	CTS	DOLLARS	CTS

SECTION 0001 FY-14 HERITAGE TRAIL SIGNAGE PHASE II PROGRAM (BASE PERIOD 6 MONTH)

0010	000506 Unassigned Special Item -EACH - H-1 Sign-Historical Trail Marker (Large)	14.000 EACH				
0020	000506 Unassigned Special Item -EACH - H-1 Sign-Historical Trail Marker (Large) Spare Parts	3.000 EACH				
0030	000506 Unassigned Special Item -EACH - H-2 Sign-Historical Trail Marker (Small)	6.000 EACH				
0040	000506 Unassigned Special Item -EACH - H-2 Sign-Historical Trail Marker (Small) Spare Parts	2.000 EACH				
SECTION 0001 TOTAL						

SCHEDULE OF ITEMS

DATE:
REVISED:

CONTRACT ID: 2014B0046-B

PROJECT(S): STP-8888 (462)
STP-8888 (462)
STP-8888 (462)

CONTRACTOR :

LINE NO	ITEM DESCRIPTION	APPROX. QUANTITY AND UNITS	UNIT PRICE		BID AMOUNT	
			DOLLARS	CTS	DOLLARS	CTS

SECTION 0002 FY-14 HERITAGE TRAIL SIGNAGE PHASE II PROG OPT.-1 6 MONTH PERIOD

0050	000506 Unassigned Special Item -EACH - 000 001 - H-1 Sign-Historical Trail Marker (Large)	EACH 14.000				
0060	000506 Unassigned Special Item -EACH - 000 002 - H-2 Sign-Historical Trail Marker (Small)	EACH 6.000				
0070	000506 Unassigned Special Item -EACH - 000 003 - H-1 Sign-Historical Trail Marker (Large) Spare Parts	EACH 3.000				
0080	000506 Unassigned Special Item -EACH - 000 004 - H-2 Sign-Historical Trail Marker (Small) Spare Parts	EACH 2.000				
	SECTION 0002 TOTAL					

SCHEDULE OF ITEMS

DATE:

REVISED:

CONTRACT ID: 2014B0046-B

PROJECT(S): STP-8888 (462)
 STP-8888 (462)
 STP-8888 (462)

CONTRACTOR :

LINE NO	ITEM DESCRIPTION	APPROX. QUANTITY AND UNITS	UNIT PRICE DOLLARS CTS	BID AMOUNT DOLLARS CTS
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SECTION 0003 FY-14 HERITAGE TRAIL SIGNAGE PHASE II PROG OPT.-2 6 MONTH PERIOD

0090	000506 Unassigned Special Item -EACH - 000 001 - H-1 Sign-Historical Trail Marker (Large)	EACH 14.000		
0100	000506 Unassigned Special Item -EACH - 000 002 - H-2 Sign-Historical Trail Marker (Small)	EACH 6.000		
0110	000506 Unassigned Special Item -EACH - 000 003 - H-1 Sign-Historical Trail Marker (Large) Spare Parts	EACH 3.000		
0120	000506 Unassigned Special Item -EACH - 000 004 - H-2 Sign-Historical Trail Marker (Small) Spare Parts	EACH 2.000		
SECTION 0003 TOTAL				
TOTAL BID				

INVITATION NO.: DCKA-2014-B-0046

PROJECT NAME: HERITAGE TRAIL SIGNAGE PHASE-II PROGRAM

NON-COLLUSION AFFIDAVIT

I, the undersigned depose and certify that I am the _____ Title
of the _____ Company
that I am authorized to make this affidavit on behalf of said company; and that said company
has not, either directly or indirectly, entered into any agreement, participated in any collusion, or
otherwise taken any action in restraint of free competitive proposal submittal in connection with
proposed contract.

Signature of Official

Date

CERTIFICATION OF ELIGIBILITY

INVITATION NO.: DCKA-2014-B-0046

PROJECT NAME: HERITAGE TRAIL SIGNAGE PHASE-II PROGRAM

being

(President or Authorized Official of Bidder)
duly sworn (or under penalty of perjury under the laws of the United States), certifies that, except as noted below, (the Company) or any person associated therewith in the capacity of (owner, partner, director, officer, principal investigator, project director, manager, auditor, or nay position involving the administration of federal funds):

is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility under any Federal, District or State statutes;

has not been suspended, debarred, voluntarily excluded or determined ineligible by any Federal, District or State agency within the past three (3) years;

does not have a proposed debarment pending; and

has not been indicted, convicted, or had a civil judgement rendered against (it) by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three (3) years.

Exceptions will not necessarily result in denial of award, but will be considered in determining acceptability of offeror. For any exception noted, indicate below to who it applies, initiating agency, and dates of action. Providing false information may result in criminal prosecution or administrative sanctions.

Date

Contractor

President or Authorized Official

The penalties for making false statements are prescribed in the Program Fraud Civil Remedies Act of 1986 (public Law 99-509, 31 U.S.C. 3801-3812).

Subscribed and sworn before me this _____ day

at _____
City and State

Notary Seal

Title

Notary Public

**CERTIFICATION REGARDING DEBARMENT
SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION
LOWER TIER COVERED TRANSACTION**

INVITATION NO.: DCKA-2014-B-0046

PROJECT NAME: HERITAGE TRAIL SIGNAGE PHASE-II PROGRAM

, being _____

(President or Authorized Official of Bidder)

duly sworn (or under penalty of perjury under the laws of the United States), certifies that, except as noted below, (the Company) or any person associated therewith in the capacity of (owner, partner, director, officer, principal investigator, project director, manager, auditor, or any position involving the administration of federal funds):

is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility under any Federal, District or State statutes;

has not been suspended, debarred, voluntarily excluded or determined ineligible by any Federal, District or State agency within the past three (3) years;

does not have a proposed debarment pending; and

has not been indicted, convicted, or had a civil judgement rendered against (it) by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three (3) years.

Exceptions will not necessarily result in denial of award, but will be considered in determining bidder responsibility. For any exception noted, indicate below to who it applies, initiating agency, and dates of action. Providing false information may result in criminal prosecution or administrative sanctions.

Contractor

President or Authorized Official

Date

Title

The penalties for making false statements are prescribed in the Program Fraud Civil Remedies Act of 1986 (public Law 99-509, 31 U.S.C. 3801-3812).

Subscribed and sworn before me this _____ day

at _____

City and State

Notary Seal

Notary Public

**DISCLOSURE OF LOBBYING ACTIVITIES
CONTINUATION SHEET**

Approved by OMB
0346-0046

Reporting Entity: _____

Page _____ of _____

Authorized for Local Reproduction
Standard Form - LLL-A

CERTIFICATION
FOR GRANTS, LOANS
AND COOPERATIVE AGREEMENTS
DISTRICT OF COLUMBIA DEPARTMENT OF TRANSPORTATION

INVITATION NO.: DCKA-2012-B-0046

PROJECT NAME: HERITAGE TRAIL SIGNAGE PHASE-II PROGRAM

The undersigned certifies, to the best of his or her knowledge and belief, that:

No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, and contracts and subcontracts under grants, subgrants, loans, and cooperative agreements) which exceed \$100,000, and that all such subrecipients shall certify and disclose accordingly.

This certification is material representation of fact upon which reliance was placed when this award was made. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file that required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Title of Official

Company

Date

Signature of Official

A bidder's failure to submit this certification or submission of a false certification may render his/her bid non-responsive.

(FAP)

INVITATION NO.: DCKA-2014-B-0046

PROJECT NAME: HERITAGE TRAIL SIGNAGE PHASE-II PROGRAM

EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATE

Bidder represents that he has has not participated in a contract or subcontract subject to in substance either the equal opportunity provisions in Article 6 of LABOR PROVISIONS, STANDARD CONTRACT PROVISIONS, 1973, or Section 202 of Executive Order 11246 of 3 CFR; that he has has not filed all required compliance reports under any such contract or subcontract; and that representations indicating submission of required compliance reports signed by proposed subcontractors will be obtained prior to subcontract awards.

NONSEGREGATED FACILITIES CERTIFICATE

Bidder represents that he does not and will not maintain or provide for his employees any segregated facility at any of his establishments; that he does not and will not permit his employees to perform their services at any location under his control where segregated facilities are maintained; and that he will obtain and retain identical certifications from proposed subcontractors prior to award of subcontracting exceeding \$10,000.00.

"Segregated facilities" shall mean any waiting room, work area, wash and rest room, eating area, time clock, locker room and other storage or dressing area, parking lot drinking fountain, recreation or entertainment area, transportation and housing facility, provided for employees which is segregated by explicit directive or is segregated on the basis of race, creed, color, or national origin, because of habit, local custom or otherwise.

Penalty for violations or making false statements is prescribed in 18 USC 1001.

Company

Signature of Official

Date

Title

INVITATION NO.: DCKA-2014-B-0046

PROJECT NAME: HERITAGE TRAIL SIGNAGE PHASE-II PROGRAM

1. PAYMENT TO SUBCONTRACTORS AND SUPPLIERS CERTIFICATE

The Contractor, prior to receiving a progress payment, shall submit to the Contracting Officer, certification that the contractor has made and will make payments to his subcontractors and suppliers within seven (7) business days of receipt of such payment by DDOT for work performed by subcontractors/suppliers.

The certification must be accompanied by a list of all subcontractors and suppliers who will receive payment from the invoice and the dollar amount. Payment will not be made until the Prime Contractor submits this information.

Certification shall be made on the following standard form.

To: Contracting Officer
Department of Transportation
55 M Street, SE, 7th Floor
Washington, DC 20003

I hereby certify:

I have made, or will make payments to all my subcontractors/suppliers within seven (7) business days of receipt of such payment by DDOT for work performed by subcontractors/suppliers. The subcontractors and suppliers are listed herein:

Contractor/Company Name

Signature of Official

Date

Title

FAP
DC

Revised 7/02

GOVERNMENT OF THE DISTRICT OF COLUMBIA

Office of the Chief Financial Officer

Office of Tax and Revenue



TAX CERTIFICATION AFFIDAVIT

THIS AFFIDAVIT IS TO BE COMPLETED ONLY BY THOSE WHO ARE REGISTERED TO CONDUCT BUSINESS IN THE DISTRICT OF COLUMBIA.

Date

**Name of Organization/Entity
Business Address (include zip code)
Business Phone Number(s)**

**Principal Officer Name and Title
Square and Lot Information
Federal Identification Number
Contract Number
Unemployment Insurance Account No.**

"I hereby authorize the District of Columbia, Office of the Chief Financial Officer, Office of Tax and Revenue; consent to release my tax information to an authorized representative of the District of Columbia agency from which I am seeking to enter into a contractual relationship. I understand that the information released under this consent will be limited to whether or not I am in compliance with the District of Columbia tax laws and regulations as of the date found on the government request. I understand that this information is to be used solely for the purpose of determining my eligibility to enter into a contractual relationship with a District of Columbia agency. I further authorize that this consent be valid for one year from the date of this authorization."

I hereby certify that I am in compliance with the applicable tax filing and payment requirements of the District of Columbia.

The Office of Tax and Revenue is hereby authorized to verify the above information with the appropriate government authorities. The penalty for making false statements is a fine not to exceed \$5,000.00, imprisonment for not more than 180 days, or both, as prescribed by D.C. Official Code § 47-4106.

Signature of Authorizing Agent

Title

**DISTRICT DEPARTMENT OF TRANSPORTATION
DISADVANTAGED BUSINESS ENTERPRISE CERTIFICATION
SUBCONTRACTOR (DBE & Non-DBE) INFORMATION
 49 CFR PART 26**

INVITATION No.: DCKA-2014-B-0046

PROJECT NAME: HERITAGE TRAIL SIGNAGE PHASE-II PROGRAM

The contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy, as the recipient deems appropriate.

I hereby submit the names of any firm, both DBE and Non-DBE from which quotations were received or discussions were held in conjunction with this project. The following information is being provided: name, address of firm, proposed area of work, and proposed dollar amount.

Name	Address	Area of work	Proposed \$ amount

Additionally, I certify that, I will submit a complete DBE Plan in accordance with the Special Provisions entitled **“Participation by Disadvantaged and Non-Disadvantaged Business Enterprise Firms”** within five (5) days subsequent to the bid opening. Said plan will contain the name, address of DBE firm, amount of award and area of work. **A bidder’s/offeror’s failure to submit this certification or submission of a false certification may render his/her bid non-responsive.**

Title of Official

Company

Signature of Official

Date

Revised 11/04